PROFESSIONAL CONCERNS COMMITTEE (PCC)

PCC is a committee that was created to improve communications among teachers, administrators and the Board, to collect information about rising topics of concern related to learning and working conditions; to approve variances of district policies, procedures and practices; to direct topics of greater concern to appropriate department, committees for the Board, to recommend critical questions to negotiations on an annual basis.

The committee consists of seven members appointed by the Association and seven members appointed by the Board, for a total of fourteen (14) members. The members shall include the Superintendent of Schools and Association President, who preside jointly.

If you are interested in what PCC discusses monthly, click here.

W-2'S YOU CHOOSE

You can receive your W-2 electronically OR U.S. Postal Mail

To verify and set up for the electronic delivery method:

- Log on to your individual Employee Online account Under Menu (on the top of your page), click W-2 under "Payroll".
- If you would like to receive your W-2 electronically, check the box "Opt out of paper W-2".
- Click the Save icon in the upper right hand corner of the page. An email will be sent to you when your W-2 is ready to view and print on Employee Online.

To verify and set up for the U.S. Postal delivery method:

- Log on to your individual Employee Online account
- Under Menu (on the top of your page), click Personal Information under “Personal”.
- Verify your mailing address is correct in Employee Online, if not, please update this information in Employee Online
- Click the Save icon in the upper right hand corner of the page.
  
  Please note that it will take longer to receive your W-2 by mail!

Selection for delivery and address changes must be made by 12/1/2022!
WE WANT YOU! COME LEARN WITH US!

Are you interested in earning TIC credit, while working at your own pace? Well then, take a look at Learning Pro for the PODCAST classes offered for 1, 2 or 3 TIC credit(s).

Use PODCASTS, BLOGS, Webinars to enhance the level of knowledge for the classes you teach, whether it be MUSIC, HISTORY, MATH, SEL, LITERACY, SCIENCE, PE, OR SPANISH and many more.

Classes begin Tuesday November 1st or Wednesday, November 9th via Google Meet. Never meet in person . . this class is ALL ONLINE! Please email jessica.endres@tsd.org for more information or questions.
SICK LEAVE BANK – CLASSIFIED EMPLOYEES

One of your benefits as a Thompson School District employee is the option of participation in the Classified Staff Advisory Council (CSAC) sponsored Sick Leave Bank.

The philosophy associated with the operation of the Classified Staff Sick Leave Bank (CSSLB) is to provide financial protection to the member who has experienced a loss of salary due to a serious medical condition, as defined by the Family and Medical Leave ACT (FMLA), which prevents the member from performing his or her job. The treatment/surgery must be medically necessary under the American Medical Association guidelines. Benefits of the Bank are restricted to the illness or injury of the employee. Classified employees may receive up to 35 days of their equivalent FTE within a rolling year. A rolling year is defined as 365 days from the last date Sick Leave bank was paid.

Membership:
- You are automatically enrolled in the sick leave bank.
- One day, up to 8 hours, of your annual leave will be donated to the bank based on your full time equivalency (FTE).
- Membership remains in effect unless you submit a completed Opt Out form during the open enrollment period.
- In subsequent years, an additional contribution of up to one annual leave day per year may be required.

Opting Out of Membership
- The deadline for opting out of the Sick Leave Bank is August 15 (for employees working 260 days) or October 1 (for employees working less than 260 days) of each year.
- Request an Opt Out form from the Human Resources Department.
- Return the completed Opt Out form to the Human Resources Department by the applicable deadline date or within 30 days of your hire date.
- Opt Out decisions will remain in effect for the duration of your current employment unless you elect, in writing, to become a member of the sick leave bank during the open enrollment period.

Refer to Board Policy GBGH,GBGH-R or Classified Staff Handbook for more information.
PROFESSIONAL DEVELOPMENT NEWS

- **Action Items:**
  - Watch for upcoming Ed Camp and Classified Staff PD day Session Invitations coming this month. We value your ideas and couldn't do these PD days without you.

- **Educator Effectiveness:**
  - APT Staff reminder: Timeline and November 30th deadline for Review of Annual Goals and Performance Plan including Educators for Whom SLOs are Required. Keep in mind:
    - Review Prior Year Final Rating
    - Completed Self-Assessment (Teacher)
    - Professional Growth Plan with PPS Goals (Teacher)
    - MSL Goals (Principal & Teacher)
    - Formal Conference (Principal & Teacher)

- **READ Act PD Opportunity:**
  - The Early Literacy and School Readiness office at the CDE will be offering Keys to Beginning Reading training in the spring and summer of 2023 as an option for K-3rd grade teachers who need to meet the READ Act teacher training requirement. The registration for these Keys to Beginning Reading cohorts is posted on the CDE webpage titled: CDE-Provided Reading Training-Face-to-Face.
  - Space is limited in these cohorts, so interested teachers will want to register soon.
  - If you have any questions, please contact READActTraining@cde.state.co.us.

Click [here for upcoming professional learning opportunities](#). Courses fill quickly so register today!

TOP OF THOMPSON

Thompson School District is proud to recognize and celebrate the success, hard work and dedication of our staff.

We are looking for nominations for employees from all employee groups who are the "Top of Thompson." Please click the link below to tell us about the outstanding work of the staff here at TSD.

[Top of Thompson Nomination Form](#)

Nominations will be reviewed monthly. Staff members selected for this honor will be recognized at the second Board of Education meeting of each month.
YOUR MENTAL HEALTH IS IMPORTANT

Feeling stressed? It is important for you to understand what may be causing your stress so that you are better able to refocus your mind in the future. If you feel like you need support, here are some resources:

- Please click here to get information regarding how to access the benefits of the Triad Employee Assistance Plan (EAP).
- If you are enrolled on CEBT Select 4, PPO 5 or Kaiser plan, you can call the CEBT Health and Wellness Center for support. The Loveland center's phone number is (970)-744-2866 and the Greeley location number is (970) 373-4625.
- All employees can access United Way regardless of their enrollment status on TSD's benefit plans. Please call 211 or visit 211.org if you are needing assistance.

Substance Abuse and Mental Health Services Administration's National Helpline

- SAMHSA's National Helpline is a free, confidential, 24/7, 365-day-a-year treatment referral and information service in English and Spanish for individuals and families facing mental and/or substance use disorders. The phone number is 1-800-662-4357.

### Human Resources “Who to Call”

<table>
<thead>
<tr>
<th>ARB Support Areas</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Desk Main Line</td>
<td>970-613-5000</td>
</tr>
<tr>
<td>Chief Human Resources Officer</td>
<td>5012 Dr. Bill Siebers</td>
</tr>
<tr>
<td>Director of Human Resources</td>
<td>5009 Mr. Tom Texeira</td>
</tr>
<tr>
<td>Benefits &amp; Risk Manager</td>
<td>5006 Ms. Dorothy Barnhart</td>
</tr>
</tbody>
</table>

**APIT Support**

- Chief Human Resources Officer: 5012 Bill Siebers
- Evaluations, APT, FTE, Staffing, Hiring Process, Recruitment
- Executive Assistant, HR: 5008 Karen Caruso
- Info/Data Requests, Job Posting - APT, Mentors, Severance, Verification of Employment

**Benefits & Risk Management**

- Benefits and Risk Manager: 5006 Dorothy Barnhart
- Benefits, Pre-placement physical, Public School Works, Safety, Student Travel
- Insurance Benefits Specialist: 5004 Tracy Dockter
- Address changes, Insurance
- Benefits and Leave Specialist: 5774 Robbi Stokovak
- FMLA, Leave of Absence, Sick Bank Leave
- Risk Management Specialist: 5003 Denise Abasalom
- Accidents, Column Changes, Property Loss, Worker’s Compensation

**Classified Support**

- Director of Human Resources: 5009 Tom Texeira
- Classified Handbook, Classified support
- Classified Staff Specialist: 5773 April McFall
- Evaluations, Classified, Classified Job Postings

**Licensed Support**

- Chief Human Resources Officer: 5012 Bill Siebers
- Staffing, FTE, Recruitment
- Licensed Staff Specialist: 5002 Dana Medich
- Licensed Job Postings, Licensure

**Professional Development Support**

- Director of PD: 5659 Keely Garren
- Educator Effectiveness, Professional Development, APT Induction

**Substitute Support**

- Director of Human Resources: 5009 Tom Texeira
- Oversees Sub Coordination, Sub Employee concerns
- Substitute Coordinator: 5005 Missy Foss
- Absence Management, Substitutes

**Technical Support**

- HR Technician: 5771 Amanda Goetz
- Applications, Applitrack, Employee Online, Employee ID cards, Evaluations, Licensed, Fingerprinting, RANDA

- HR Technician & Front Desk (AM): 5001 Sandy Chaney
- Student Teacher Coordination, 1-0

- Front Desk (PM): 5001 Christie Alban
- General District questions